

Non-Domestic Wastewater Holding Tank Plan Approval Application

Form 3400-185 (3/06)

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Notice: Under s. 281.41, Wis. Stats., and ch. NR 213, Wis. Adm. Code, Department approval of certain non-domestic wastewater storage tanks is required prior to installation of the tank. Owners or designers of proposed non-domestic wastewater holding tanks should complete this approval form. Additional Department plan review and approval under s. 281.41, Wis. Stats., may be required as stated in Part III of this form. Personally identifiable information will be used for program administration and may be made available to requesters as required under Wisconsin Open Records law [ss. 19.31 - 19.39, Wis. Stats.].

Instructions: Read and complete all parts of this form.

- Domestic wastewater holding tanks require approval from the Wisconsin Department of Commerce. Do not use this form.
- If you plan to install a holding tank for both domestic and non-domestic wastewater, submit this form to the above address and also obtain approval from the Department of Commerce for the domestic wastewater.
- Submit plan attachments if required in Part III.
- Submit the completed form to Wastewater Section Chief, WT-2, at the above address or fax to 608-267-2800. **Any approval granted under Part IV of this form is not valid unless the completed form is submitted to the Department.**
- The Department does NOT charge a fee for plan review.

All information must be completed for an approval to be valid.

Part I – Applicant Information

Owner Name	(Area Code) Telephone Number	Fax Number
Street Address	City	County
Address where holding tank will be installed (if different than owner address)	City	County
Brief description of the activity or business that will be generating wastewater requiring storage and disposal.		

Designer Company Name	Name of Designer	
License Number	(Area Code) Telephone Number	Fax Number
Street Address	City	County

Part II – Tank Information

A. Does the tank proposed for installation meet Department of Commerce specifications contained in COMM 84.25, Wis. Adm. Code, for water tightness, strength, and protection from the elements? ☐ Yes ☐ No

If yes: Tank Construction Material: _____ Manufacturer: _____ Capacity: _____ gallons

B. Does the tank have an inspection manhole? ☐ Yes ☐ No

C. Does the tank have a vent? ☐ Yes ☐ No

D. Is the tank equipped with a high-level alarm? ☐ Yes ☐ No

E. Will joints be sealed to be watertight? ☐ Yes ☐ No

F. Is tank installation greater than 25 feet from: Public or potable water supply well? ☐ Yes ☐ No
Inhabited dwelling? ☐ Yes ☐ No

G. Has the distance between tank bottom and both bedrock and groundwater been calculated, either by excavation or by review of a soils plat book? Bedrock: ☐ Yes—Depth in ft.: _____ ☐ No
Groundwater: ☐ Yes—Depth in ft.: _____ ☐ No

H. Will wastewater be hauled off-site by a licensed septage or wastewater hauler? ☐ Yes ☐ No

If yes: Hauler Company Name: _____ License No.: _____
Address: _____

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Part II – Tank Information (continued)

- I. Will the holding tank contents be hauled to a publicly-owned wastewater treatment facility for disposal and do you have their approval, or have you received or applied to the Department for coverage to land apply the wastewater under a WPDES permit?

☐ Yes ☐ No

If hauled to a publicly-owned wastewater treatment facility, name and address of receiving facility:

Signature of Designer	Date Signed	Signature of Owner (optional)	Date Signed
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Part III – Attachment of Plans

If you answered NO to any ONE of the questions **A. through I. in Part II–Tank Information**, then you must submit plans as specified in NR 108 detailing how the project will meet the requirements as specified in Wis. Adm. Code NR 213.08 and NR 213.15. The contact information for plan submittal is indicated below. Wis. Adm. Code NR 108 allows the Department a 90-day review period for wastewater plans.

Part IV – Plan Approval

If you answered YES to ALL of questions **A. through I. in Part II–Tank Information** and all other information on this form is completed in full, then this holding tank is approved for installation by the Department of Natural Resources, subject to the following additional conditions:

1. That a competent resident inspector be provided during the course of construction.
2. That the holding tank and appurtenances be installed in accordance with the statements made and contained in this form.
3. That the storage tank be designed and maintained to prevent leaks, in accordance with ch. NR 213.15, Wis. Adm. Code.
4. That periodic testing be performed to insure the integrity of the tank is maintained, in accordance with s. NR 213.15(1)(d), Wis. Adm. Code.
5. That oil and grease be managed such that they are collected before they enter a drain or catch basin, that they are pumped off and disposed of by a commercial waste oil recycler or other disposer as needed.
6. That hazardous waste is withheld from the holding tank.
7. That solids be collected and disposed as needed in a sanitary landfill.
8. That, if bedrock is encountered in the excavation, then the bedrock should be excavated and backfilled with adequate bedding material to prevent damage to the holding tank.
9. That if groundwater is encountered, then the tank should be installed with adequate anchoring such that the empty holding tank will not be floated upwards by groundwater.

Part V – Other Requirements and Conditions


These plans and specifications have been subject of a review in accordance with sec. 281.41, Wis. Stats. Where necessary, plans and specifications should be submitted to the Department of Commerce, Division of Buildings and Safety or other state or local agencies to insure conformance with applicable codes or regulations of such agencies. The Division of Water reserves the right to order changes or additions should conditions arise making this necessary.

This approval is not to be construed as a Department determination on the issuance of a Wisconsin Pollutant Discharge Elimination System (WPDES) permit or a determination as to the ability of the proposed system to comply with any term or condition in such permit. It is also not an approval of an Environmental Assessment that may be prepared for this project, or an approval for any activities requiring a permit under any other statute.

Tangible personal property that becomes part of a waste treatment or pollution abatement plant or equipment, may be exempt from sales tax under sec. 77.54(26), Wis. Stats. Similarly, property purchased or constructed as a waste treatment facility and used for the treatment of industrial wastes may be exempt from general property taxes under sec. 70.11(21)(a), Stats. A prerequisite to exemption is the filing of a statement on forms prescribed by the Department of Revenue. To obtain the necessary forms, and information on whether or not your property qualifies for these exemptions, please contact the Department of Revenue, P.O. Box 8933, Madison, Wisconsin 53708.

In case installation of these improvements has not been commenced within two years from this date, this approval shall become void. After two years, therefore, new application must be made for approval of these or other plans and specifications before any construction is undertaken.

FOR THE SECRETARY


Duane H. Schuettpelz, Chief
Wastewater Section

Duane.Schuettpelz@dnr.state.wi.us
Phone No. (608) 266-0156
Fax No. (608) 267-2800

Relevant website addresses within the Department's website:

Auto sector:	dnr.wi.gov/org/caer/cea/assistance/auto/doc2.htm
Plan review:	dnr.wi.gov/org/water/wm/glwsp/facilities
Wastewater permit:	dnr.wi.gov/org/water/wm/ww
Underground Injection Control:	dnr.wi.gov/org/water/dwg/Uiw